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4. Organization of the Hazardous Materials Packaging and Transportation Safety Program

4.1 LLNL's Organization

Introduction

This section discusses the responsibilities of LLNL line management and organizations for setting and implementing policies related to hazardous materials packaging and transportation onsite of hazardous materials, substances, and wastes.

The Laboratory Director

The Director of LLNL is the Laboratory's Chief Executive Officer. He is also an official of the University of California. As Chief Executive Officer, the Director manages and is accountable for all Laboratory operations and activities, including the packaging and transportation of hazardous materials, substances, and wastes. The Director establishes Laboratory policy for the HMPT Safety Program.

Line Management

Laboratory line managers (Deputy Directors, the Laboratory Executive Officer, Associate Directors, and other senior managers) are responsible for assuring participation in the Onsite HMPT Safety Program and compliance by their organizations. Each line manager will:

- Provide resources for the required Onsite HMPT Safety Program activities by their groups
 - Ensure that plans required to implement the Onsite HMPT Safety Program are maintained and used
 - Assure that onsite material transfer services are appropriately utilized.
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Associate Directors

Each major LLNL organization is headed by an appropriate programmatic Associate Director (AD) or Program Leader. The Director holds the ADs accountable for implementing LLNL policies as an integral part of their management responsibilities.

**Associate
Director of Plant
Operations**

The Laboratory's major institutional support organization is Plant Operations (see **Figure 4-1**). The Associate Director for Plant Operations oversees the effectiveness of the HMPT Safety Program, including responsibility for:

- Approving this *Onsite HMPT Safety Manual* and any major revisions
 - Approving the HMPT Safety Quality Assurance (QA) Plan and any major revisions (See **Section 14.4**)
 - Assuring that resources necessary for management of the Onsite HMPT Safety Program are provided
 - Monitoring and supporting the HMPT Safety Committee in its management of the HMPT Safety Program.
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**LLNL
Organizations
Responsible for
Hazardous
Materials**

The LLNL organizations responsible for the onsite packaging and transportation of the three categories of hazardous materials, substances, and wastes are:

- Materials Management Section (MMS) in the Applied Research Engineering Division has principal responsibility for packaging and transfer of Category 1 Hazardous Materials onsite (see **Section 7**).
 - Hazardous Waste Management (HWM) Division in the Environmental Protection Department has principal responsibility for the transfer of Category 2 Hazardous Materials onsite (see **Section 8**).
 - The Materials Distribution Division of the Procurement and Materiel Organization has principal responsibility for the packaging and transfer of Category 3 Hazardous Materials onsite (see **Section 9**).
 - Plant Engineering Department is responsible for packaging and transfer of Category 3 Hazardous Materials required for normal Plant Engineering operations (materials of trade), assisting with special transfer, and performing vehicle inspections (see **Sections 5.5, 10.2, and 13**).
 - Programmatic personnel, researchers, and other users of hazardous materials and generators of hazardous waste are responsible for waste characterization and appropriate packaging of hazardous waste (see **Section 8.5**).
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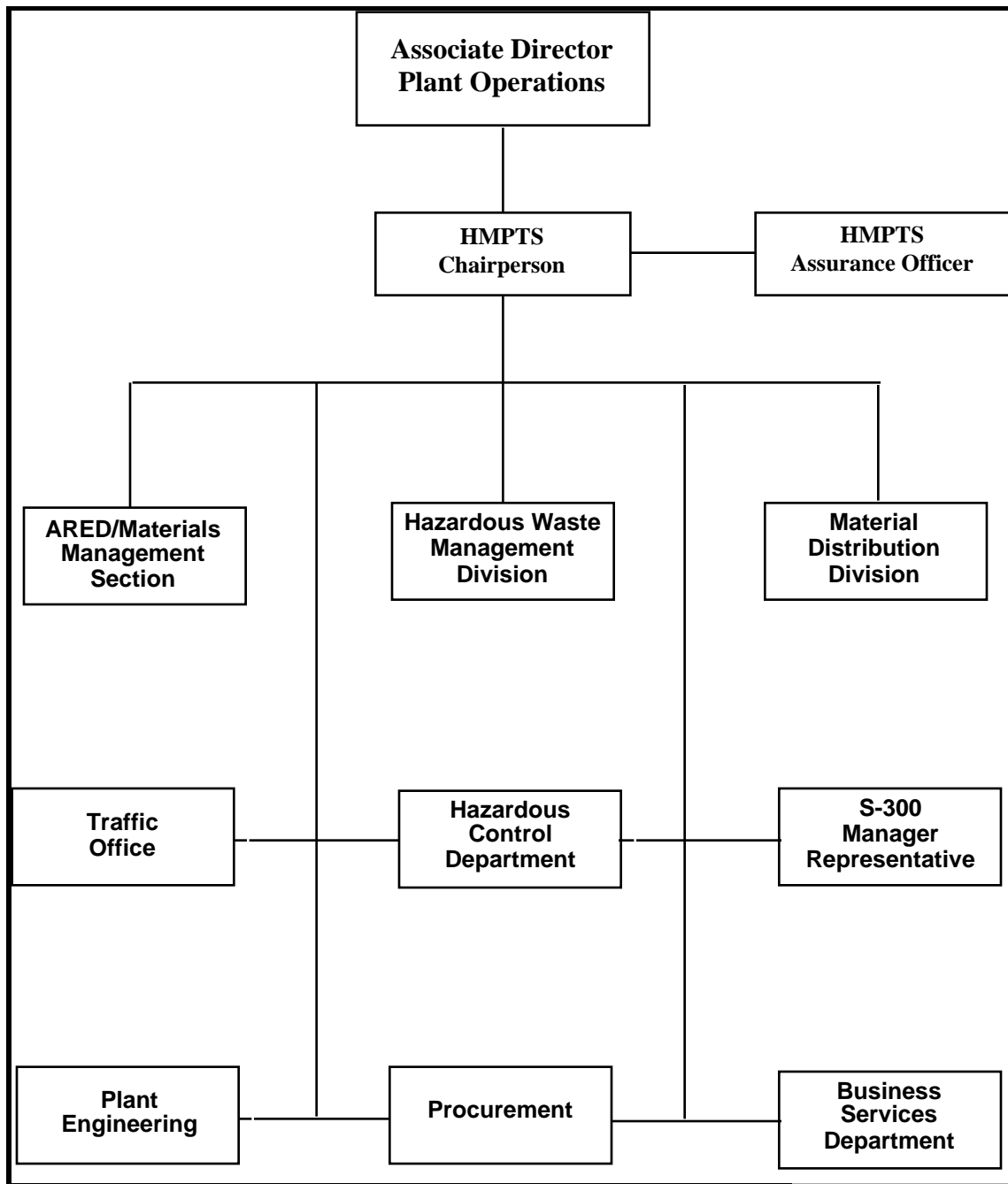


Figure 4-1. The HMPT Safety Program organization.

4.2 Hazardous Material Packaging and Transportation (HMPT) Safety Committee

Purpose of the HMPT Safety Committee

The HMPT Safety Committee ensures the full coordination, integration, and oversight of the organizations with responsibility for the packaging and transportation of hazardous materials. The current structure of the HMPT Safety Committee are shown in **Figure 4-2**.

Responsibilities of the HMPT Safety Committee

The HMPT Safety Committee oversees the HMPT Safety Program at the Laboratory. The Committee assures LLNL's compliance with regulations governing packaging integrity and transportation of hazardous materials, substances, and wastes, both onsite and offsite. It also assesses the effectiveness of the Laboratory's overall HMPT Safety Program.

of the HMPT Safety Committee

The HMPT Safety Committee is composed of senior managers from the Materials Management Section, the HWM Division, and the Material Distribution Division. Other members are the HMPT Assurance Officer, representative from the Hazards Control Department and Plant Engineering, the Laboratory's Traffic Manager, and a management representative from Site 300.

Chairperson of the HMPT Safety Committee

The Committee chairperson reports directly to the AD for Plant Operations. The position is rotated among the senior management officials from the three principal HMPT organizations. The Committee Chair is assisted by a full-time Assurance Officer whose reporting relationship rotates with the respective committee chairperson.

Responsibilities of the HMPT Safety Committee Chairperson

The HMPT Safety Committee chairperson manages the HMPT Safety Committee and carries out the following responsibilities:

- Oversees the effectiveness of the Committee
- Issues the *Onsite HMPT Safety Program Manual* and any revisions
- Issues the HMPT Safety Quality Assurance (QA) Program and any revisions
- Apprises the AD for Plant Operations of the state of the HMPT Safety Program, including the Onsite Packaging and Transportation Safety Program

- Approves new and revised supporting procedures.

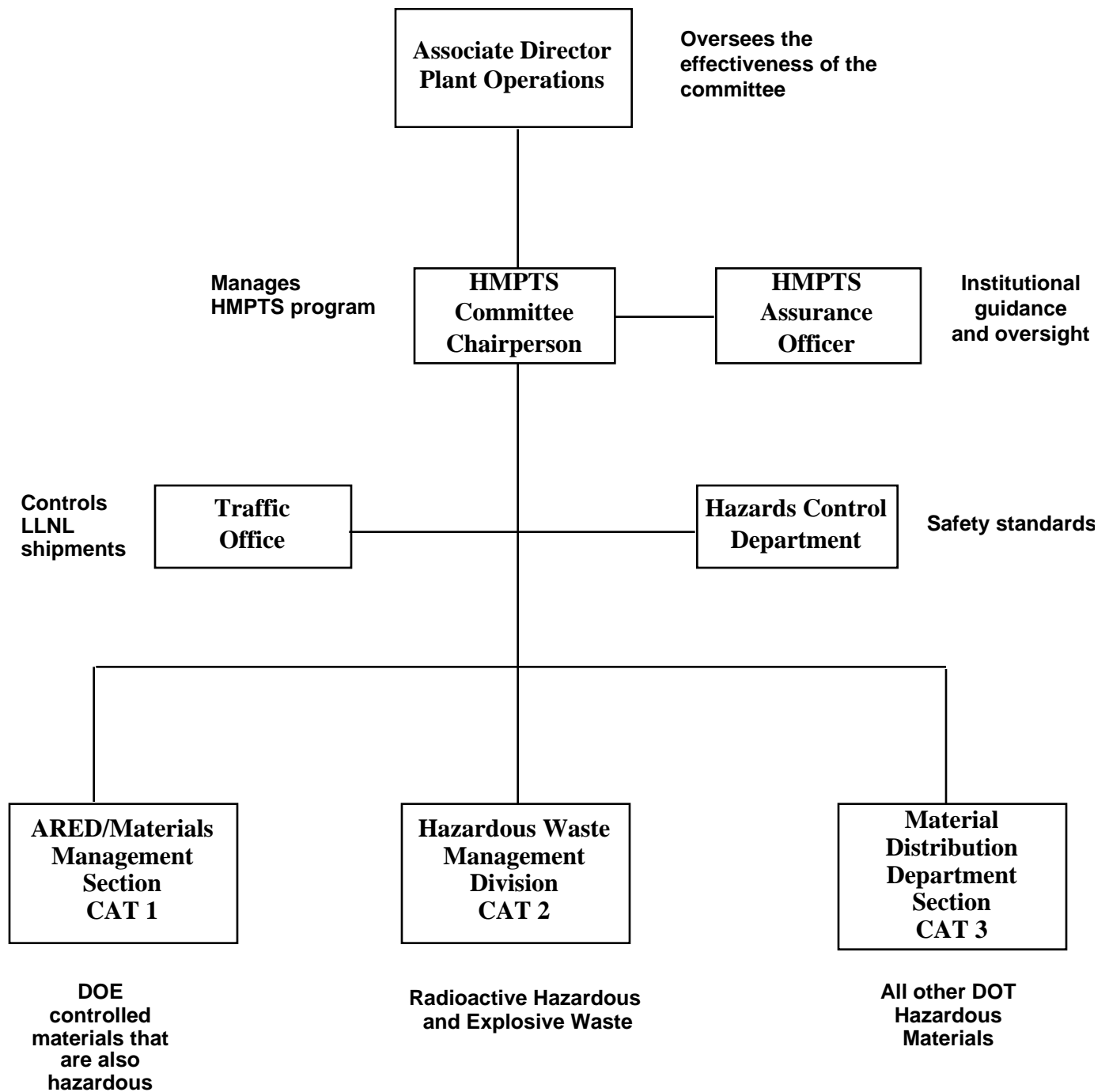


Figure 4-2. Functional responsibilities of the HMPT Safety Committee.

Meeting

The Committee meets once a month, or more often if needed to fulfill its

4.3 HMPT Safety Program Management

**Management of
the HMPT Safety
Program**

The HMPT Safety Committee manages the HMPT Safety Program (i.e., coordination, integration, oversight, and assessment of Program efforts by participants). HMPT Safety Committee members:

- Maintain cognizance of federal, state, local and LLNL requirements
 - Ensure the requirements of this *Onsite HMPT Safety Manual* and the HMPT Safety QA Plan are in compliance
 - Maintain this manual, the HMPT Safety QA Plan, and supporting Plans in HMPT Safety Committee procedures, as appropriate
 - Manage internal and external QA appraisals and corrective actions of the HMPT Safety Program.
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**How the HMPT
Safety Committee
Carries out Its
Responsibilities**

To carry out its responsibilities, the HMPT Safety Committee:

- Initiates internal and external appraisals of all LLNL hazardous material packaging and transportation operations
 - Tracks and assesses the effectiveness of any corrective actions taken to address identified concerns or deficiencies
 - Oversees the preparation of a formal Onsite Hazardous Material Packaging and Transportation Program and effects the coordination and implementation of this program throughout the Laboratory
 - Oversees the revision of the overall HMPT Safety QA Plan relating to hazardous material packaging and transportation
 - Reviews and ensures full coordination of the individual QA plans within the three organizations responsible
 - Serves as a reviewer for all newly established and/or revised procedures within the three organizations pertaining to the packaging or movement of hazardous material, if requested.
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